



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Dawn McRae,  
Juvenile Justice Commission

Classification Appeal

CSC Docket No. 2021-199

**ISSUED: SEPTEMBER 18, 2020 (SLK)**

Dawn McRae appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Juvenile Justice Commission is Senior Community Program Specialist, Juvenile Justice Commission (Senior Community Program Specialist). The appellant seeks an Administrative Analyst 3 (AA3) classification.

The record in the present matter establishes that the appellant's permanent title is Senior Community Program Specialist. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of an AA3. The appellant is assigned to the Office of Community Programs, Rehabilitative and Treatment Services Unit (RTSU) and reports to Alice Foulkes-Garcia, Social Work Supervisor 1. She has no direct supervisory responsibility. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the different duties that she performs as a Senior Community Program Specialist. Agency Services reviewed and analyzed the PCQ and all information and documentation submitted. Agency Services found that the appellant's primary duties and responsibilities entailed, among other things: planning, evaluating, designing and developing programs and activities for the RTSU; researching training topics and designing training courses, facilitating and scheduling training activities and locations, being responsible for identifying licensed counselors to facilities courses; observing, answering questions, advising and supporting trainers and trainees; collecting data to interpret, analyze, and make recommendations; verifying attendance, coursework, and hours towards program completion for trainees; assisting social service staff in planning, organizing and

prioritizing work; reviewing and editing staff reports, monitoring and identifying problems and making recommendations for staff enhancement; assigning field work to interns and developing supervision agreements for licensed professions; chairing bi-weekly case conferences with members of social services; and other related duties, including, but not limited to meeting with licensed professionals, verifying payment vouchers, providing guidance on policy changes, and securing and maintaining records and files. In its decision, Agency Services determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Senior Community Program Specialist.

On appeal, the appellant states that Agency Services denied her request because her work does not involve internal policies, procedures and financial expenditures. However, she indicates that Agency Services acknowledged that many of her duties are similar to an AA3, she asserts that she does assist in the development of policies and procedures and she presents specific examples of certain policies, reporting databases, studies and planning that she has developed to improve the overall operations of the appointing authority. The appellant indicates that Agency Services implied that her duties involved securing facilities and overseeing the development of program materials. However, the appellant asserts that she does not perform the duties implied by Agency Services. Additionally, she argues that Senior Community Program Specialists primarily travel to different facilities to interview juveniles, determine what re-entry services are needed once discharged and perform other duties related to the treatment of juvenile cases while she does not perform these duties and these duties were not indicated in Agency Services' determination.

## CONCLUSION

*N.J.A.C.* 4A:3-3.9(e) states that in classification appeals, the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the Senior Community Program Specialist job specification states:

Under direction of the Supervising Community Program Specialist or other supervisory official within the Juvenile Justice Commission, facilitates the placement of juvenile offenders; is responsible for development, implementation, monitoring, and evaluation of juvenile offender programs, living arrangements, and other related services; does other related duties.

The definition section of the AA3 job specification states:

Under general supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

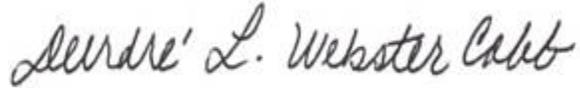
In this present matter, a review of the job specification definition sections indicates that the main distinguishing characteristic between the two titles is that Senior Community Program Specialist perform duties at the program level while AA3 perform duties at the departmental level. A review of the appellant's PCQ indicates that her largest block of duties does not primarily involve the analysis of the appointing authority, but are the program level. For example, the first duties that the appellant lists under the 40 percent section on her PCQ include to identify licensed Certified Alcohol and Drug Counselors (CADC) to facilitate CADC courses, schedule location dates and times of training courses, and observe, answer questions, provide advice and support to trainers and trainees. Additionally, the first duties that the appellant indicates under her the 15 percent section on her PCQ is to conduct research on training topics that deal with complex, sensitive, and specialized course content for course design. Further, a review of the record indicates that her superiors presented that the appellant's most important duties involved the developing, training and programming of staff including the CADC and Advanced Youth Worker Training programs. Therefore, while the appellant may have some duties that involve the overall analysis of the appointing authority, the record indicates that her primary duties involve coordinating two training programs which is consistent with the duties of a Senior Community Program Specialist. The fact that some of an appellant's assigned duties may compare favorably with some examples of work found in a given job specification is not determinative for classification purposes, since, by nature, examples of work are utilized for illustrative purposes only. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized.

### **ORDER**

Therefore, it is ordered that this appeal be denied, and the position of Dawn McRae is properly classified as Senior Community Program Specialist, Juvenile Justice Commission.

This is the final administrative determination in this matter. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE DAY 16<sup>th</sup> OF SEPTEMBER, 2020



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